

**Part 402 – Billings**

**Subpart A – Processing Billings**

WV402.0 (b) (1) The National Finance Center (NFC) requires that all government payments must be made by Electronic Fund Transfer (EFT).

**The only exceptions to this requirement are as follows:**

- (a) Where an individual determines, in his or her sole discretion, that electronic funds transfer would impose a hardship due to a physical or mental disability or a geographic, language, or literacy barrier, or would impose a financial hardship. In addition, the requirement to receive payment by electronic funds transfer is automatically waived for all individuals who do not have an account with a financial institution. Where the political, financial, or communications infrastructure in a foreign country does not support payment by electronic funds transfer;
- (b) Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared;
- (c) Where either:
  - (1) A military operation is designated by the Secretary of Defense in which uniformed services undertake military actions an enemy, or
  - (2) A call or order to, or retention on, active duty of members of the uniformed services is made during a war or national emergency declared by the President or Congress;
- (d) Where a threat may be posed to national security, the life or physical safety of any individual may be endangered, or a law enforcement action may be compromised;
- (e) Where an agency's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than electronic funds transfer; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than electronic funds transfer.

- (2) In order to set up vendors in the Foundation Financial Information System (FFIS), the Financial Management Staff must have their name, address, phone number, tax identification number and banking information before payments are disbursed to any individuals doing business with our agency. Vendor Express is being phased out and is no longer an option for vendors.

An [SF 1199A “Direct Deposit Sign-up Form”](#) should be given to a vendor when it is decided that our agency will receive service or supplies ([See Example Letter](#)). This [SF 1199A](#) form will print out 3 pages, the participant will need to fill out all three pages. The first page is to be sent to Financial Management, the second page is for the Financial Institution and the third page is for the vendor’s files. This information will be entered into the FFIS system. An employee will need to verify that the address and banking information are current when payment is requested. If the Financial Management Staff are not aware of changes, this could cause a problem with the payment being received by the vendor. Please have the vendors notify the Financial Management Staff in writing of any changes regarding change of address and / or any changes to financial institution information. Please urge the vendors to keep their information up-to-date.